



MEMBERS

**URL to get into your Dashboard page:
Click the link below to access your page.**

<https://manito-art-league.appspot.com/app/manito-art-league/mdashboard-698b577b61dbe02feb61be27>

The screenshot shows the Member Dashboard interface. On the left is a vertical sidebar featuring a colorful painting of a landscape with trees and flowers. The main dashboard has a dark header bar with the title "MEMBER Dashboard". Below the header are three horizontal buttons: "Member Maintenance" (green), "Reports" (yellow), and another unlabeled button. The central area displays summary statistics in a yellow box:

Total Members	9
Total Businesses	1
Single	5
Total Family	2

On your Dashboard:

- Click on Member Maintenance button to get into maintenance of the records
- Click on the Reports button to get to the Reports.

NOTES:

- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time. **For any record needing to be deleted, remove the data EXCEPT the Last name, First name.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.

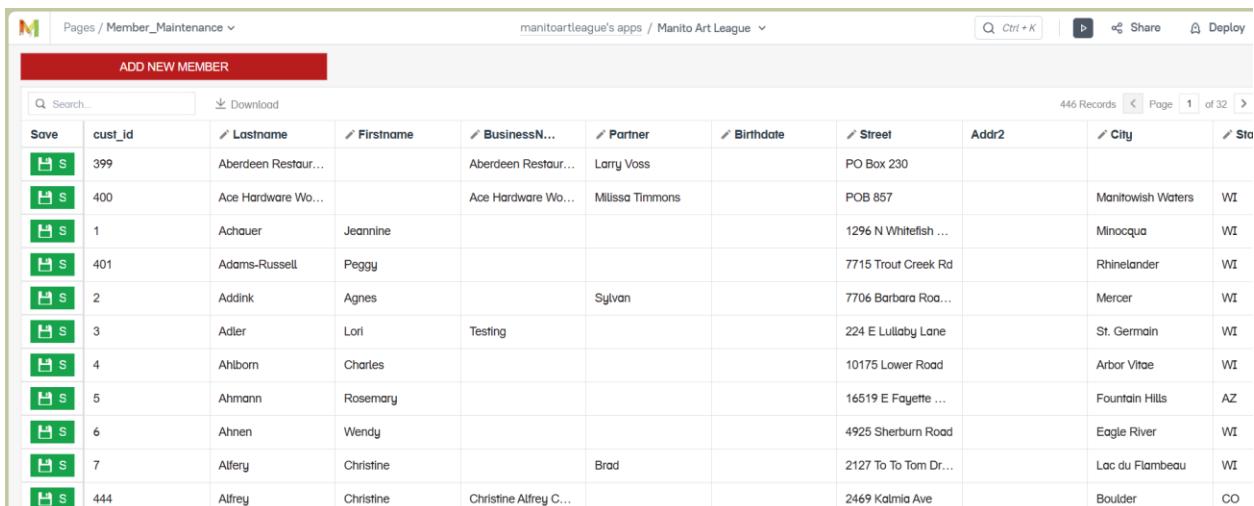
RULES ON ENTRY:

- Entering is case sensitive
- All rows do not need to be entered, but each table **will** create an empty record for future use.
- **DO NOT** use PERIODS or COMMAS!!
- State is two letters ex: WI
- **Address** for PO Box is PO Box. Do not separate the PO, no periods. PO Box should be on the first address line. This helps for labels and post office standards.

- IF there is a **PO BOX** address- and other street address – POBox goes in the first address field and street address goes in the second address field. This is helpful for mailing labels for Post office Regulations- POBox first. If not POB, then street address goes in the first address field.
- Yes or No >**DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES
- For those that are NO LONGER MEMBERS or PATRONS. Change the Yes to No Under Member or Patron and clear the year(Mal YR, Patron YR) next to it.
- **YEAR = 4 digits**, NOT 2. (2025)
- Volunteer fields are Years, to keep track of what year they can help (XXXX) Im sure we will be making changes to this in time. But we need to be consistent. This is a text field so if we want to make changes in the future we can.
- Business vs people. Business name goes into the LastName, First name will remain blank and Partner field will have the Full Owner Name.

MEMBER MAINTENANCE INSTRUCTIONS

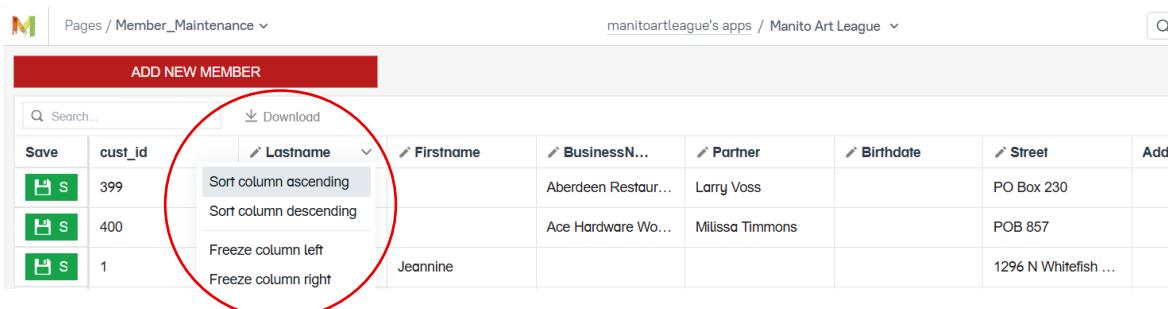
Member Interactive Report- Add, Edit and Delete Records



Save	cust_id	Lastname	F firstname	BusinessN...	Partner	Birthdate	Street	Addr2	City	Sta
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230			
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons		POB 857		Manitowish Waters	WI
	1	Achauer	Jeannine				1296 N Whitefish ...		Minocqua	WI
	401	Adams-Russell	Peggy				7715 Trout Creek Rd		Rhineland	WI
	2	Addink	Agnes		Sylvan		7706 Barbara Rd...		Mercer	WI
	3	Adler	Lori	Testing			224 E Lullaby Lane		St. Germain	WI
	4	Ahborn	Charles				10175 Lower Road		Arbor Vitae	WI
	5	Ahmann	Rosemary				16519 E Fayette ...		Fountain Hills	AZ
	6	Ahnen	Wendy				4925 Sherburn Road		Eagle River	WI
	7	Alfrey	Christine		Brad		2127 To To Tom Dr...		Lac du Flambeau	WI
	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave		Boulder	CO

SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.



Save	cust_id	Lastname	F firstname	BusinessN...	Partner	Birthdate	Street	Addr
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230	
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons		POB 857	
	1	Achauer	Jeannine				1296 N Whitefish ...	

The screenshot shows a dropdown menu for sorting the "Lastname" column, with options: "Sort column ascending" (selected), "Sort column descending", "Freeze column left", and "Freeze column right". A red circle highlights the dropdown menu.

SEARCHING:

For advanced searching, use the filter

TO FILTER:

- Click on the filter:
- You have many options here...You can search on any field with specific selections.

The screenshot shows a 'Member_Maintenance' page with a red header bar containing the text 'ADD NEW MEMBER'. Below the header is a search bar with a magnifying glass icon and the placeholder 'Search...'. To its right are three buttons: 'Filters' (highlighted with a red oval), 'Download', and a small 'X'. Underneath these buttons is a 'Save' section with a green save icon and a dropdown menu set to 'Attribute'. A tooltip above the dropdown says 'Change column datatype to see filter operators'. The main area displays a table with columns: 'BusinessName' (green header), 'Aberdeen Resto', 'Ace Hardware', 'Lastname' (highlighted with a red oval), 'Achauer', and 'Firstname' (highlighted with a red oval), 'Jeannine'. On the far left of the table are green save icons with white letters 'S' and row numbers 1 through 7.

- Select the Attribute (fields/column) you want to find.

This screenshot is similar to the previous one but focuses on the 'Attribute' dropdown. A large red circle highlights the 'Attribute' dropdown menu, which is currently set to 'Attribute'. The table below shows the following data:

	BusinessName	Lastname	Firstname
1	Aberdeen Resto	Achauer	Jeannine
2	Ace Hardware	Peggy	Agnes
3		Lori	Testin
4		Charles	
5		Rosemary	
6		Wendy	
7		Christine	

The 'Lastname' column is highlighted with a red oval, and the 'Firstname' column is also highlighted with a red oval.

- For Instance, if you want to find a person but not sure on the correct spelling
- You could use “contains”

ADD NEW MEMBER

Where		Lastname	
<input type="button" value="Save"/>	<input type="button" value="S"/>	1	Achauer
<input type="button" value="Save"/>	<input type="button" value="S"/>	401	Adams-Ru
<input type="button" value="Save"/>	<input type="button" value="S"/>	2	Addink
<input type="button" value="Save"/>	<input type="button" value="S"/>	3	Adler
<input type="button" value="Save"/>	<input type="button" value="S"/>	4	Ahlborn
<input type="button" value="Save"/>	<input type="button" value="S"/>	5	Ahmann
<input type="button" value="Save"/>	<input type="button" value="S"/>	6	Ahnen
			Wendy

The screenshot shows a dropdown menu for filtering by Lastname. The "contains" option is highlighted with a red oval.

- Enter letters of the lastname of the person you are finding and press Apply.

ADD NEW MEMBER

Where		LastName	contains	
<input type="button" value="Save"/>	<input type="button" value="S"/>	401	Adams-Russell	Peggy

The screenshot shows a filter interface where "wei" is entered in the "contains" field. The "CLEAR ALL" and "APPLY" buttons are circled in red.

- You will see your results.

ADD NEW MEMBER

Filters (1)					
Save	cust_id	Lastname	Firstname	BusinessN...	Partner
<input type="button" value="Save"/>	441	Weinhammer	Laurie		
<input type="button" value="Save"/>	378	Weirick	Mariah		

- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.

The screenshot shows the 'ADD NEW MEMBER' interface. At the top, there's a red bar with the title 'ADD NEW MEMBER'. Below it is a search bar with placeholder 'Search...'. To the right of the search bar are 'Filters (1)' and a 'Download' button. Underneath, there are filter options: 'Move', 'Change column datatype to see filter operators', and a 'Where' clause. The 'Where' clause is set to 'Lastname' with the operator 'contains' and the value 'wei'. Below this is a 'CLEAR ALL' button, which is circled in red. To its right is an 'APPLY' button.

- And then click on the X to get out.

This screenshot shows the same 'ADD NEW MEMBER' interface after clearing the filters. The 'CLEAR ALL' button has been clicked, and now there is a red circle around the 'X' button in the top right corner of the filter panel. The table below shows a single record: CustId 1, Lastname Achauer, Firstname Jeannine.

TO USE THE SEARCH BOX: - CustId and LastName for Search Only

- Type in the letters and it will pop in the matching records.

This screenshot shows the 'ADD NEW MEMBER' interface with the search bar containing the letters 'Nor'. A red circle highlights the search input field. The table below shows three matching records: CustId 248 (Lastname Nordby, Firstname Kat), CustId 249 (Lastname North Lakeland Di..., Firstname John), and CustId 40 (Lastname Borcherdt, Firstname Doug).

CustId	Lastname	Firstname	BusinessName
248	Nordby	Kat	Kats Kreations Art ...
249	North Lakeland Di...		North Lakeland Di...
40	Borcherdt	Doug	

- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top
- Click on the “x” to clear the selection

ADD NEW MEMBER					
	<input type="text" value="Nord"/> X	Filters	Download		
Save	cust_id	Lastname	Firstname	BusinessN...	Partner
S	248	Nordby	Kat	Kats Kreations Art ...	

EDITING:

- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.
- Make your changes

S	1	Achauer	Jeannine		
S	401	Adams-Russell	Peggy		
S	2	Addink	Agnes	Sylvan	
S	3	Adler	Lori	Testing	E
S	4	Ahlborn	Charles		
S	5	Ahmann	Rosemary		

- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop up Update successfully will appear

ADD NEW MEMBER							
	Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate
	S	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
	S	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons	
	S	1	Achauer	Jeannine			
	S	401	Adams-Russell	Peggy			
	S	2	Addink	Agnes		Sylvan	
	S	3	Adler	Lori			
	S	4	Ahlborn	Charles			
	S	5	Ahmed	Rosemarie			

ADDING A NEW MEMBER RECORD:

- Click on the ADD NEW MEMBER BUTTON

	Save	cust_id	Lastname
	S	399	Aberdeen Restaur...

- This will pop up an empty form display to enter the new member
- Please follow the entry RULES on the first page.

The screenshot shows a mobile application interface. On the left, there is a vertical list of first names: Jeannine, Peggy, Agnes, Lori, Charles, Rosemary, Wendy, Christine, Christine, Velta, Meghan, and Laura. In the center, there is a form titled "Form" with fields for Last Name, First Name, Partner, Business Name, Birthdate, Street, and Addr 2. On the right, there is another vertical list of addresses: PO Box 230, POB 857, 1296 N Whitefish, 7715 Trout Creek, 7706 Barbara Ro, 224 E Lullaby La, 10175 Lower Ro, 16519 E Fayette, 4925 Sherburn R, 2127 To To Tom D, 2469 Kalmia Ave, 5740 N Barrasca, 10880 Jewel Ro, and 14282 Sugarbush.

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list....

The screenshot shows a mobile application interface. On the left, there is a form titled "Form" with fields filled in: Last Name (Stevens), First Name (Carol), Partner (Charles), Business Name (empty), Birthdate (empty), Street (9371 Carlisle Ct), and Addr 2 (empty). On the right, there is a vertical list of addresses: PO Box 230, POB 857, 1296 N W, 7715 Trout, 7706 Barb, 224 E Lull, 10175 Low, 16519 E F, 4925 Sher, 2127 To T, 2469 Kalm, 5740 N Ba, and 10880 Jew. To the right of the addresses, there are additional fields: Zipcode (54548), Email (carol.stevens@mac.com), Home Phone (262-644-0456), Cell Phone (262-483-6457), Notes (empty), Business Use (empty), Mail Member (Yes), and Member Yr (2026).

- When you complete all the fields that need to be entered, all the way to the bottom
- Click Submit

Sec Street

Sec City

Sec State

Sec Zip

Sec Phone

Sec Email

Reset **Submit**



- After Clicking the Submit, it will return you to the screen.

ADD NEW MEMBER

Member Maintenance									
Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	Cit
 	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		
 	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons		POB 857		Manit
 	1	Achauer	Jeannine				1296 N Whitefish ...		Minoc
 	401	Adams-Russell	Peggy				7715 Trout Creek Rd		Rhine
 	2	Addink	Agnes		Sylvan		7706 Barbara Roa...		Merced
 	3	Adler	Lori				224 E Lullaby Lane		St. Ge
 	4	Ahlborn	Charles				10175 Lower Road		Arbor

- To see the new entry, Search the New Member

ADD NEW MEMBER

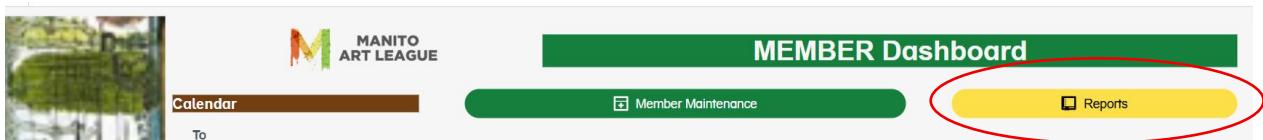
Member Maintenance									
Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	Cit
 	448	Stevens	Carol			Charles			
 	402	Art Start		Art Start		Traci Stinebrink			
 	31	Bissell	Frank Steven Steve						
 	109	Farmilant	Elisa			Steven Justin			
 	165	Justin	Steven Scott			Elisa Farmilant			

- When done – click back to Home button

The screenshot shows a member record for customer ID 248. The 'HOME' button at the top right is circled in red.

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	City
	248	Nordby	Kat	Kats Kreations Art ...		12-Sep	7841 Kileck Court		St. Germain

- To get to your Reports page, click on the reports button.



- Select the link you want to see in reports. You will **not** be able to get back to the dashboard page at this time. Please see Report instructions for more information.
- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.